

**STATION ADDRESSES FOR PRINTED MATTER***(Submit in duplicate)*

<b>To</b>	<b>Forms and Publications Depot (036B)</b> <b>Department of Veterans Affairs</b> <b>6307 Gravel Avenue</b> <b>Alexandria, VA 22310</b>	STATION NO.	CHANGE NO.	DATE
		SIGNATURE OF PUBLICATIONS CONTROL OFFICER		FTS TELEPHONE NO. AND EXTENSION

**INSTRUCTIONS**

Always enter station address in lines 1, 2, and 3, Column B. Fill in other blocks *ONLY* if they are *EXCEPTIONS* to Column B. Elimination of the ZIP CODE does *NOT* constitute an *EXCEPTION*.  
DO NOT ENTER Director, other title, mail routing symbol(s), or ATTENTION:, as all initial distributions are so indicated by the Forms and Publications Depot in order to expedite internal station routing.

LINE NO.	DESCRIPTION OF ITEMS  (A)	MODES OF TRANSPORTATION			
		MAIL (Air, 1st Class, Parcel Post and Priority)  (B)	FREIGHT (Motor and Freight Forwarder)  (C)	AIR (Freight)  (D)	SMALL (To include Building and Room Number)  (E)
1	INITIAL DISTRIBUTIONS				
2	REGULAR REPLENISHMENTS				
3					

OTHER DELIVERY INSTRUCTIONS